



**DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURES**

SUBJECT: ORGANIZATIONAL CHANGES

Number: 07- 010

Date: May 18, 2007

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AUTHORITY:

Michigan Constitution Article 11, Section 5;
Michigan Department of Civil Service Rule 6.4 and Regulation 4.07;
Governor's Executive Directive 2003-3.

<<STATEMENT OF POLICY>>

The Department of Environmental Quality (DEQ) may reorganize work areas and implement program changes to improve administrative efficiency. All reorganizations must be reviewed and approved by the DEQ Executive Office and the Office of Human Resources (OHR) prior to announcement and implementation. Major reorganizations involving creation or elimination of bureau/divisions/offices also require the Department of Management and Budget (DMB) approval. Notice must also be provided to the Department of Civil Service prior to implementation.

In accordance with collective bargaining agreements, respective bargaining units must be noticed prior to implementing a reorganization that will involve the movement or reduction of human resources.

<<INFORMATION>>

The DEQ may change its organizational structure for purposes of administrative efficiency. Examples of administrative efficiency are department mission change, lack of adequate funding, lack of work, or reorganization of the workforce. When proposed changes result in the establishment of positions in excess of DEQ's legislatively authorized Full Time Employee (FTE) levels, State Budget Director approval is required.

- Organizational change below the division level requires only Executive Office and OHR review and approval. Prior to implementation, the plan must be reported to the State Budget Director. The Department of Civil Service will provide advisory and consultative services to ensure that changes meet classification concepts for impacted employees.



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- Organizational changes at the division level and above or changes that result in the establishment of positions in excess of DEQ's legislatively authorized FTE levels, will require approval by the State Budget Director and must include: (a) description of the purpose and, (b) explanation of the business need and how the department's effectiveness and/or efficiency will improve.

The proposal must also explain:

- any reductions in labor and associated costs;
- elimination of function duplication;
- improvement in communications, work processes or increased technology;
- any net savings; and
- any additional costs.

Current and proposed organization charts must be submitted with the proposal. The proposal must list each position reassigned, abolished and/or created (class and level).

<<PROCEDURES>>

1. Bureau/division/office discusses proposal with their respective deputy director or the director and receives initial approval.
2. When the Director or his designee propose changes, discusses with OHR Director and all entities deemed necessary.
3. Bureau/division/office schedules a meeting with the OHR Operations Manager and Human Resource Representative, after initial approval. The Labor Relations Manager may be involved as well.
4. The OHR will advise how best to implement the proposal as it pertains to structure and class concepts, and will identify the necessary steps and paperwork to proceed.



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5. Bureau/division/office prepares final plan and submits required paperwork to OHR (Personnel Transaction Requests, Position Descriptions, reassignment memos, etc.).
6. The OHR will provide analysis of impacts on employees, timelines for required notifications, and HR Director approval.
7. Bureau/division/office must inform deputy director and/or director of final impacts of the proposal and request final approval. Upon approval, bureaus/divisions/offices may make necessary announcements. The OHR will provide notice to Civil Service.
8. OHR processes all employee actions required pursuant to Civil Service guidelines.

Approved: _____

A handwritten signature in black ink, appearing to read 'R. H. Christ', is written over a horizontal line.

Date: _____

5-15-07